

March 20, 2020

Dear Human Services Provider Partners,

**Bill de Blasio**  
Mayor

**Dan Symon**  
Director and City Chief  
Procurement Officer

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Thank you for your ongoing commitment to the City of New York and our communities. The City recognizes and appreciates your organizations' need to commit available resources to COVID-19 response efforts. Business reforms that streamline administrative practices during these challenging days are provided below and effective immediately. We will regularly assess and update policies and guidance to address this rapidly changing landscape.

### **Digital and Email Signatures Acceptable**

Providers should sign contract documents and email the signature page to their contract manager. The original signature page should be subsequently mailed to the agency. If available, contracts may be signed electronically through DocuSign.

### **Waiving Notaries**

If the agency or the vendor is not able to notarize the contract and contract documents, the agency should receive email confirmation from the vendor that they agree to waive the City's notarization requirement and include the confirmation as part of the contract file.

### **Extending Proposal Due Dates**

Proposal due dates for open HHS RFPs have been extended. With a rapidly changing environment, we will continue to assess these due dates and make any adjustments. Please consult HHS Accelerator for the latest information on HHS RFPs. Extensions will also be communicated through addenda posted on HHS Accelerator.

### **Virtual Pre-Proposal Conferences**

Agencies are offering a virtual option for providers to participate in pre-proposal conferences, such as live WebEx or other live teleconferencing products. Agencies shall give notice of the virtual option in the solicitation or through an addendum and note that interested participants who wish to attend on site must notify the agency by a date and time specified by the agency. Agencies shall prepare a transcript or summary, creating a record of attendance and will issue addenda.

We have shared this guidance with City agencies and remain available to support you and your staff with any questions or concerns at [c-19.hhsteam@mocs.nyc.gov](mailto:c-19.hhsteam@mocs.nyc.gov). Thank you for your service to the City of New York and our communities.



**Dan Symon**  
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